# Western Sydney Region WS_DETLOGO_COLOUR-01

# Vocational Education Team

# Business Services Teachers Network

22nd March 2011

Downstairs Conference Room, Penrith Office

51 Henry Street, Penrith.

Agenda ;

Teacher Professional Development

Competency Focus

Items:

Workplace Learning Discussion;

* Expectations/ Challenges
* Responsibilities/ Procedures/ Rules
* Student work readiness
* Gathering of Third Party Evidence

The industry visit will cover many aspects of different competencies so there will not be one specific focus

Industry Visit

Points of Interest:

Visit and Tour of the Administration Offices of the Penrith Court House, and a talk from the Chief Registrar, Peter Shiels

* Site tour-
* Discussion focus during visit;
* Confidentiality of workplace
* The filing process
* Employee induction
* Personal relations- employee welfare
* Environmental sustainability

Resources / Implementation Problems

Resources;

* Wiki Update
* General Business

*We are what we repeatedly do. Excellence, therefore, is not an act but a habit.* ***Aristotle***